



DEFENSE LANGUAGE INSTITUTE ENGLISH LANGUAGE CENTER
JOINT BASE SAN ANTONIO LACKLAND, TX 78236-5259

February 10, 2017
DLIELC 1025.7
637 ISS/IRF

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

DLIELC INSTRUCTION 1025.7

SUBJECT: Planning Programming Security Cooperation English
Language Training

- References:
- (a) AFI 16-105, Joint Security Cooperation Education and Training, 3 January 2011
 - (b) Department of Defense Directive (DoDD) 5105.65
26 October 2012
 - (c) DLIELC Instruction 1025.15, English Comprehension Level (ECL) Test Guidelines, 10 September 2015
 - (d) DLIELC Instruction 1025.9, Oral Proficiency Interview (OPI) Program Guidelines 13 August 2015
 - (e) DLIELC Instruction 1025.7, subject as above, September 30, 2015 (hereby canceled)

1. PURPOSE

This instruction established policies and procedures for the planning and programming of Security Cooperation English language training for international military students (IMS) at the Defense Language Institute English Language Center (DLIELC), 637th Training Group (637th TRG), JBSA Lackland, Texas. It implements ref (a), the joint regulation which prescribes policies and procedures for the education and training of international military students by the Departments of the Army, the Navy, and the Air Force as authorized by the U.S. security assistance legislation.

2. APPLICABILITY

The provisions of this instruction apply to the 637th International Support Squadron (637 ISS), International Resident Flight (IRF), 332d Training Support Squadron (332 TRS) and all Department of Defense (DoD) component agencies and/or their

designated representatives in the planning, programming, and administration of the Security Cooperation English Language Program.

3. POLICY

3.1. IMSSs are selected for training at DLIELC under the Security Cooperation Training Program as directed by ref (b), and this instruction.

3.2. DLIELC will conduct all English language training (ELT) required by IMSSs for entry into technical, professional, and military training in the Continental United States (CONUS) under the provisions of International Military Education and Training (IMET), Counterterrorism Fellowship Program (CTFP), Foreign Military Financing (FMF), and other State Department of DoD grant military program. Countries that purchase ELT from DoD through IMET funds must use DLIELC. FMS cases may have contracted ELT with agreement between the Secretary of the Air Force International Affairs (SAF/IA), AF/AIDG and its command authorities, with final approval from DSCA. In this case, ELT will be conducted with DLIELC oversight and use of DLIELC materials is suggested.

3.3. Procedures for the appointment of Test Control Officers (TCOs), administration of the DLIELC English Comprehension Level (ECL) test, procurement of testing materials and disposition of testing materials used in the selection and programming of IMSSs for ELT at DLIELCE are defines in ref (c).

4. RESPONSIBILITIES

4.4. Military Department (MILDEP) program managers are responsible for:

4.1.1. Submitting training requirements to DLIELC for scheduling purposes by means of the projection reports that are to be made available on the Security Assistance Network Website (SAN WEB).

4.1.2. Ensuring training requirement listings include the country code, service sponsor, case (IMET, FMS, etc.), worksheet control number (WCN), Military Articles and Services List number (MASL), course title and number, training duration, required ECL, required OPI (if applicable), schedules report, start and end dates at DLIELC, officer (O) or enlisted (E) status, and complete follow-on training (FOT) data.

4.1.3. Submitting requests for changes, additions, deletions, or rescheduling actions as soon as possible. Assessment charges for late notification or student "no-shows" as defined in ref (a) will apply.

4.2. Security Cooperation Organizations (SCOs) and CONUS user agencies will ensure all students meet the necessary English language prerequisites for CONUS training courses, as follows:

4.2.1. The minimum ECL score for entry into ELT at DLIELC is 55, regardless of the training's funding source or as defined in refs (a) and (b). SCOs will submit requests for exceptions to this requirement through the appropriate channels to DSCA for consideration on a case-by-case basis.

4.2.2. Students programmed for the American Language Course (ALC) General English Training (GET) (MASL D177-27) and Specialized English Training (SET) (MASL D177009), or for SET only (MASL D177008) at DLIELC must achieve the highest FOT-required ECL score and, if applicable, the highest FOT-required OPI ratings for the course before they are moved into SET. However, in specific cases, FOT can elect to waive the ECL and/or OPI requirement (s) for a student prior to entering SET. In such cases, MILDEP must submit an AETC Form 6 waiver request to DLIELC for approval, with the understating that the student will not receive a diploma if the request to waive entry requirements to SET is approved.

4.2.3. Students programmed for more than one course in the Advanced English Training (AET) must achieve the highest required ECL and OPI scores of all of their programmed courses before entry into the first course. For example, a student programmed for MASL D177019 followed by MASL D177031 must achieve the 85 ECL requirement of the second course before starting the first course that has an 80 ECL requirement. If the candidate fails to meet the highest ECL and OPI requirements in-country, additional ELT under either MASL D177009 or MASL D177027 must be programmed to precede the AETC courses. Course descriptions, ECL and OPI requirements, and class start dates are provided in Enclosure (E1).

4.2.4. Students programmed for the Oral Proficiency Skills Aviation (OPSAV) Course, MASL D177026, must meet the ECL requirement before entering the course, and they must meet the OPI requirement before being moved into SET. However, in specific cases, FOT can elect to waive the ECL and/or OPI

requirements(s) for a student prior to entering SET. In such cases, MIPDEP must submit an AETC form 6 waiver request to DLIELC for approval, with the understanding that the student will not receive a diploma if the request to waive entry requirements to SET is approved. Aviation students programmed under MASL D17708 or MASL D177009 who meet the ECL but not the OPI requirement will be programmed for additional training under MASL D177026. See Encl. E2 for information about the DLIELC e-Wheel programming guidance to determine recommended training time for CONUS ELT.

5. PROCEDURES

5.1. The ECL test will be administered in country to all CONUS student candidates who are not exempted from in-country testing by DoDD, and the resulting scores will be used to determine appropriate ELT durations (Encl. E2). ECL score, test date and ECL test form number (e.g., 2016A) must be included in Block 10 on Invitational Travel Orders (ITO) IAW ref (c), Chapter 10. The Test of English as a Foreign Language (TOEFL) scores and dates for students programmed for MASL D177022 should also be included.

5.2. All students arriving at DLIELC will be administered an entry ECL test to determine their current ECL. DLIELC will report ECL discrepancies of 11 or more points to the sponsoring service. The report of an ECL discrepancy will include a recommendation for reprogramming or other actions, if applicable.

5.3. Students will be entered into the appropriate level of the ALC as determined by the verified entry ECL score.

5.4. Students exempted from the in-country ECL who do not meet their ECL requirements for the courses listed in Encl. E1 during the first week of training will be re-tested in the second week and will be placed in GET if they fail to qualify.

5.5. An OPI may be administered in-country via telephone or by a Mobile Training Team (MTT) after the ECL requirement has been met IAW ref (d) and IAW DoDD ECL/OPI Policy message. Students with an OPI requirement who do not have a current, valid OPI or have not attained their required rating for FOT will be administered an entry OPI at DLIELC upon ECL qualification. The in-country OPI rating and interview date must be included in Block 10 on the ITO.

5.6. Unaccompanied IMS will be scheduled to arrive at DLIELC no later than Tuesday preceding the scheduled Monday start date. IMS who miss the mandatory DLIELC in-processing briefings will begin their training one week late. IMS who do not present their DD Forms 2807-1 and 2808 will begin their training one week late; if these forms cannot be produced, the IMS will be returned homeland.

5.7. Students arriving with family members should be scheduled to arrive at DLIELC a minimum of seven workdays before the scheduled report date to allow time for arrangement of off-base housing, transportation, etc. Students will not be authorized to take time off from the DLIELC mandatory in-processing briefings to attend to housing, transportation matters, or dependent schooling matters.

5.8. In a normal five-day work week, all entry students are required to report to the mandatory two-day in-processing briefings at 0800 Thursday and 0730 Friday in order to be scheduled for class the following Monday. If Friday is a holiday, students must report to the single-day compressed briefing at 0730 on Thursday. If Thursday is a holiday, students must report to the single-day compressed briefing at 0730 on Wednesday.

5.9. In order for identification (ID) cards to be issued to family members who accompany or join the IMS at no expense to the US Government, the IMS's ITO must contain a statement authorizing family members, providing family members' names and birth dates, their relationship to the IMS, visa numbers, and type. All IMSS should be briefed prior to departure from home country that any dependents arriving with or joining the IMS will not be issued an ID card if the ITO does not contain this statement. Consequently, they will not have access to the Base, Base Exchange, commissary, billeting, etc. ITOs, IAW ref (a), will be prepared and distribution made through the SAN WEB at least two weeks before the IMS's scheduled arrival at the first training installation.

5.10. Arrival notification will be provided as directed in ref (a).

6. SUMMARY OF REVISIONS

This revision provides SAMM updates on DoDD policy guidelines for IMSs. It establishes the dates for FY17/18 courses, instruction updates, and changes to course descriptions in Encl. E1. It updates arrival and in-processing briefing deadlines.

7. EFFECTIVE DATE

This instruction is effective immediately.

JEFFREY T. COOPER, Colonel, USAF
Commandant

Enclosures - 3

1. Programming Information for FY17/18 ELT Courses
2. DLIELC Graduation Requirements Table
3. Programming Guidance

E1. ENCLOSURE E1
PROGRAMMING INFORMATION FOR FY17/18 ELT COURSES

American Language Courses (ALC) offered in General English Training (GET) and Specialized English Training (SET)

E1.1. ALC GET only MASL D177027

Course Length: Variable; can be scheduled to start any week of the year.

Entry Requirements: 55 ECL

Diploma Requirements: Minimum 10 weeks, ECL qualified and 70 Book Quiz average (see Encl. 2 "DLIELC Graduation Requirements" Table).

E1.2. ALC SET only MASL D177008

Course Length: Nine weeks total; can be scheduled to start any week of the year.

Entry Requirements: Highest required FOT ECL; if applicable OPI requirement(s).

Diploma Requirements: Minimum of seven of the nine weeks must be completed in SET, ECL and, if required, OPI qualified, and 70 Book Quiz average (see Encl. 2 "DLIELC Graduation Requirements" Table)

This course focuses on functional aspects of language, learning strategies, and terminology associated with technical training and professional military education skills.

NOTE: If FOT decides in specific cases to waive their ECL and/or OPI requirement (s), MILDEP must submit a separate waiver request (AETC Form 6, waiver request to DLIELC for approval to allow the student to enter SET, with the understanding that the student will **not** receive a diploma.

E1.3. ALC GET and SET MASL D177009

Course Length: Minimum 10 weeks; can be scheduled to start any week of the year.

Entry Requirements: 55 ECL minimum for entry into GET and highest required FOT ECL and, if applicable, OPI requirement (s) before entry into SET.

Diploma Requirements: Minimum of seven of the 10 weeks must be completed in SET, ECL and, if required, OPI qualified, and 70 Book Quiz average (see Encl. 2 "DLIELC Graduation Requirements" Table).

NOTES: 1) If more than one FOT is scheduled, the student must meet the highest ECL required. This also applies in specific cases where the ECL and/or OPI requirement(s) have been waived by FOT.

2) If FOT decides in specific cases to waive their ECL and/or OPI requirements(s), MILDEP must submit a separate waiver request, AETC Form 6 to DLIELC for approval to allow the student to enter SET, with the understanding that the student will not receive a diploma.

E1.4. ALC for Aviation Leadership Program (ALP) Scholarship MASL D177024

Course Length: Variable or nine weeks of AVIATION SET if IMS is both ECL and OPI qualified; can be scheduled to start any week of the year.

Entry Requirements: 55 ECL and/or highest required FOT ECL and OPI.

Diploma Requirements: Variable course length, ECL and OPI qualified, and 70 Book Quiz average (see Encl. 2 "DLIELC Graduation Requirements" Table).

NOTES: 1) This MASL is established for AF ALP Scholarship IMSS and is used for funding purposes only.

2) Training is basically the same as MASL D177008 or D177009 or D177027.

3) IMSS who do not have their required ECL must attend GET.

4) IMSS who do not make their required OPI must attend the OPSAV course (MASL D11028). See below.

E1.5. Oral Proficiency Skills for Aviation (OPSAV) course MASL D177026 (MASL d177028 for ALP Scholarship candidates)

Course Length: 25 weeks; this includes 16 weeks of OPSAV and nine weeks of AVIATION SET; can be scheduled to start any week of the year.

Entry Requirements: Highest required FOT ECL

Diploma Requirements: Minimum of 10 weeks total and a minimum of seven of the 10 weeks must be completed in SET, ECL and OPI qualified, and 70 Book Quiz average (see Encl. 2 "DLIELC Graduation Requirements" Table). This course is designed to help students achieve the necessary oral proficiency level for

success in both their SET and FOT. The course offers extensive practice in pronunciation, global speaking proficiency, and listening comprehension within a variety of contexts and a wide range of formats in order to achieve a 2/2 OPE requirement.

NOTES: 1) If candidates ECL qualify in country, it is strongly recommended that they be administered a telephonic OPI in their homeland prior to scheduling them for this course. If they achieve the required OPI score for their FOT, they don't need to be programmed for the OPSAVE course. They should only be programmed for a maximum of 10 weeks in MASL D177024.

2) This course is a minimum of 10 weeks in length. However, it is variable because students can be moved out of OPSAV and into SET as soon as they achieve their required OPI ratings.

3) Students must meet the ECL requirement for FOT prior to entrance into the OPSAV course and they must meet the OPI requirement before they are moved into SET - even if in specific cases the ECL and/or OPI requirement(s) have been waived by FOT.

4) If FOT waives one or both requirements, MILDEP must submit a separate waiver request AETC Form 6 to DLIELC for approval to allow the student to enter SET, with the understanding that the student will **not** receive a diploma.

Course for Advanced Language Development

E1.6. Professional Military Education Preparation (PME Prep)
MASL D177014

Course Length: Nine weeks

Entry Requirement: 80 ECL

PME Prep aims to develop the upper-level academic and language skills needed for international Military Students to succeed in PME courses. Students practice all four language skills (listening, speaking, reading, and writing) and learn to deal linguistically with challenging military topics through formal and informal discussions, presentations and military-style briefings, and completion of a research paper. Each student will assume the role of group discussion leader, learning how to plan, lead, monitor, and mediate wide-ranging discussions. In addition, each participant will learn the standards of acceptable PME research-paper writing-including the drafting

process, referencing, organization, and mechanics – before putting these into practice in their own research paper.

Note: Iterations of the PME Prep course can be added to the schedule on the condition that a minimum of six students can be programmed

This course requires a minimum enrollment of six students, and a maximum of 10.

PME Prep

FY17 Class Schedule		FY18 Class Schedule	
Start Date	End Date	Start Date	End Date
7 NOV 16	6 JAN 17	6 NOV 17	5 JAN 18
6 FEB 17	7 APR 17	5 FEB 18	6 APR 18
13 MAR 17	12 MAY 17	12 MAR 18	11 MAY 18
27 MAR 17	26 MAY 17	26 MAR 18	25 MAY 18
10 APR 17	9 JUN 17	9 APR 18	8 JUN 18
17 APR 17	16 JUN 17	16 APR 18	15 JUN 18
1 MAY 17	30 JUN 17	30 APR 18	29 JUN 18
15 MAY 17	14 JUL 17	14 MAY 18	13 JUL 18
22 MAY 17	21 JUL 17	21 MAY 18	20 JUL 18

E1.7. Advanced Language Proficiency Skills (ALPS)

The following Advanced Language Proficiency Skills courses are intended for English language instructors, NATO candidates, translators and interpreters, candidates for professional military post-graduate studies, as well as other military members and civilian personnel. These courses are designed using an integrated curriculum to increase communicative competence in all four language skills (listening, speaking, reading and writing), as well as increase familiarity with US culture.

E1.7.1. APLS I – MASL D177018

Couse Length: 12 weeks

Entry Requirements: 1) 80 ECL
2) OPI rating of 2/1+

ALPS I emphasizes development of English Language skills through class interaction, with a focus on contemporary issues. Although this course is structurally similar to ALPS II, the material is geared toward those students who exhibit intermediate-level (not advanced-level) English language

proficiency skills in reading, writing, speaking, and listening. Through theme-based readings, audio/video materials, classroom discussions and writing assignments, students have many opportunities to practice and improve all four language skills.

Notes: 1) Graduates of AELIC, MELT, or MDS should be scheduled for ALPS II, not ALPS I.

2) Students entering the course with a 2/1+ OPI will be administered a maximum of two OPIs while in residence in order to meet the diploma requirement rating of 2/2.

3) Schedule a telephonic OPI with DLIELC well in advance of the course dates. OPI scores are valid for six months.

4) Consider scheduling students for APPS I followed by ALPS II or MELT. Check the course dates and bar graphs in the SCO Handbook for possible sequential progression.

This course requires a minimum enrollment of six students, and a maximum of 10.

ALPS I

FY17 Class Schedule		FY18 Class Schedule	
Start Date	End Date	Start Date	End Date
26 DEC 16	17 MAR 17	2 OCT 17	22 DEC 17
27 MAR 17	16 JUN 17	25 DEC 17	16 MAR 18
19 JUN 17	8 SEP 17	26 M6R 18	15 JUN 18
		18 JUN 18	7 SEP 18

E1.7.2. ALPS II – MASL DD177031

Course Length: 12 weeks

Entry Requirements: 1) 85 ECL
2) OPI rating of 2/2

ALPS II emphasizes development of English language skills through class interaction, with a focus on contemporary issues. Although this course is structurally similar to ALPS I, the material is geared toward those students who exhibit higher-level English language proficiency skills in reading, writing, speaking and listening. By participating in group discussions, giving oral presentations, reading and writing essays and viewing videos related to relevant topics, students can improve all four language skills and can learn to deal linguistically

with challenging, unfamiliar topics. Each student will assume the role of discussion facilitator and learn how to plan, lead, monitor and mediate wide-ranging discussions among classmates from different countries and cultures.

Notes: 1) Graduates of AELIC, MELT, or MDS should be scheduled for ALPS II, not ALPS I.

2) Schedule a telephonic OPI with DLIELC well in advance of the course dates. OPI scores are valid for six months.

3) Consider scheduling students for ALPS II followed by AELIC, MELT, or MDS. Check the course dates and bar graphs in the SCO Handbook for possible sequential progression.

This course requires a minimum enrollment of six students, and a maximum of 10.

ALPS II

FY17 Class Schedule		FY18 Class Schedule	
Start Date	End Date	Start Date	End Date
26 DEC 16	17 MAR 17	2 OCT 17	22 DEC 17
27 MAR 17	16 JUN 17	25 DEC 17	16 MAR 18
19 JUN 17	8 SEP 17	26 M6R 18	15 JUN 18
		18 JUN 18	7 SEP 18

E1.7.3. ALPS III TOEFL - MASL D177022

Course Length: 16 weeks

Entry Requirements: 1) 85 ECL
2) OPI rating of 2/2

ALPS III emphasizes development of critical thinking skills and techniques for improving linguistic competence. It is an ideal course for military and civilian professionals who will pursue post-graduate degrees at Department of Defense schools and colleges and for EFL instructors who will teach a Test of English as a Foreign Language (TOEFL) familiarization course in their countries. General test-taking strategies and those specifically needed for the TOEFL Internet-based Test (TOEFL IBT) are the focus of the first four weeks. During the subsequent 12 weeks, participants will hone their academic language skills by analyzing and critiquing materials from various sources and by completing several writing assignments

leading up to the completion of a university-style research paper.

Notes: 1) Schedule a telephonic OPI with DLIEC well in advance of the course dates. OPI scores are valid for six months.

2) Only students scheduled for follow-on training (FOT) that requires a TOEFL score will take the TOEFL IBT.

3) For students with an FOT TOEFL requirement, an in-country TOEFL IBT score of 70 or higher is strongly recommended.

4) Consider scheduling students for the ALPS III TOEFL course followed by MELT. Check the course dates and bar graphs in the SCO Handbook for possible sequential progression.

5) Iterations of the ALPS III TOEFL course can be added to the schedule on the condition that a minimum of six students can be programmed.

This course requires a minimum enrollment of six students, and a maximum of 10.

ALPS III

FY17 Class Schedule		FY18 Class Schedule	
Start Date	End Date	Start Date	End Date
28 NOV 16	17 MAR 17	27 NOV 17	16 MAR 18
27 FEB 17	16 JUN 17	26 FEB 18	15 JUN 18
22 MAY 17	8 SEP 17	21 MAY 18	7 SEP 18
4 SEP 17	22 DEC 17	3 SEP 18	21 DEC 18

Courses for English Language Specialists

DLIELC offers a variety of courses designed to enhance the skills of international English language specialist-personnel dedicated to English language teaching, program management, and course/test development. In addition to the course described below, it is highly recommended that English language specialists continue to work on their English language proficiency by enrolling, every two or three years, in an ALPS course appropriate for their proficiency level. Language maintenance and enhancement are essential for all English language specialists and the program they serve.

Instructor Development Courses

E1.8. Basic American Language Instructor Course (BALIC) MASL D177007

Course Length: 27 weeks

Entry Requirement: 80 ECL

BALIC is designed to provide military and civilian personnel, who are non-native speakers of English, with a strong foundation in the field of English Language teaching so that they may teach English in their countries. The course is divided into three nine-week blocks consisting of two three-hour units of instruction each day. Each block provided many opportunities for participants to improve their English proficiency in each of the four skills (listening, speaking, reading, and writing), as well as increase their knowledge of grammar, vocabulary, teaching fundamentals, linguistic functions, American culture, and the American Language Course (ALC) materials. In addition to observing ESL/EFL instructors teaching classes in General English, trainees are afforded numerous practice-teaching opportunities using the ALC materials.

This course requires a minimum enrollment of six students, and a maximum of 10.

BALIC

FY17 Class Schedule		FY18 Class Schedule	
Start Date	End Date	Start Date	End Date
31 OCT 16	5 MAY 17	30 OCT 17	4 MAY 18
2 JAN 17	7 JUL 17	1 JAN 18	6 JUL 18
6 MAR 17	8 SEP 17	5 MAR 18	7 SEP 18
8 MAY 17	10 NOV 17	7 MAY 18	9 NOV 18
10 JUL 17	12 JAN 18	9 JUL 18	11 JAN 19
11 SEP 17	16 MAY 18	10 SEP 18	15 MAR 19

E1.9. Advanced English Language Instructor Course (AELIC) MASL D177006

Course Length: 16 weeks

Entry Requirements: 1) 85 ECL
2) OPI rating of 2/2

AELIC is designed for BALIC graduates or those with a teaching degree (or its equivalent) and at least two years' experience teaching English as a Foreign or Second Language in their

countries. The purpose of the course is threefold: 1) to acquaint students with current language teaching theory and methodology for classroom applications, 2) to provide opportunities for students to demonstrate best classroom instructional practices, and 3) to develop proficiency in all four language skills. Objectives include learning to deliver student-centered and communicative lessons through classroom observations of experienced ESL instructors, identifying and adapting one's instruction to diverse learning and teaching variable, and understanding the historical methods and approaches of ESL instruction and assessment.

Notes: 1) Schedule a telephonic OPI with DLIELC well in advance of the course dates. OPI scores are valid for six months.

2) Students must have completed BALIC or have a teaching degree (or its equivalent).

3) Students must be ESL/EFL instructors with a minimum of two years' experience.

4) Consider scheduling students for AELIC followed by MACS or MELT. Check the course dates and bar graphs in the SCO Handbook for possible sequential progression.

This course requires a minimum enrollment of six students, and a maximum of 10.

AELIC

FY17 Class Schedule		FY18 Class Schedule	
Start Date	End Date	Start Date	End Date
2 JAN 17	21 APR 17	1 JAN 18	20 APR 18
8 MAY 17	25 AUG 17	7 MAY 18	24 AUG 18
11 SEP 17	29 DEC 17	10 SEP 18	28 DEC 18

E1.10. Methodology and Culture Seminar (MACS) - MASL D177019

Course Length: Nine weeks

Entry Requirements: 1) 80 ECL
2) OPI rating of 2/2

MACS is designed for experienced ESL/EFL instructors and focuses on expanding participants' knowledge of culture in general and US culture in particular so that when they return to their countries to teach English, they can do so with greater cultural

awareness and confidence. Activities on a range of topics such as family life, education, government and the military present US customs and values within a framework that allows participants to compare and contrast US culture with their own. In addition, participants explore ways to handle the cultural aspects of language acquisition and better prepare their students for training opportunities in the US and/or interactions with American military and civilian personnel stationed abroad. Teaching strategies for incorporating aspects of US culture into the American Language Course lessons will be examined and practiced through peer-teaching opportunities. Regularly scheduled tours and classroom observations of ESL/EFL instructors in General English will supplement and further solidify information covered during the seminar.

Notes: 1) Schedule a telephonic OPI with DLIELC well in advance of the course dates. OPI scores are valid for six months.

2) Students must be ESL/EFL instructors with a minimum of two years' experience.

3) Consider scheduling students for MACS followed by ALPS I or ALPS II. Check the course dates and bar graphs in the SCO Handbook for possible sequential progression.

This course requires a minimum enrollment of six students, and a maximum of 10.

MACS

FY17 Class Schedule		FY18 Class Schedule	
Start Date	End Date	Start Date	End Date
23 JAN 17	24 MAR 17	22 JAN 18	23 MAR 18
24 APR 17	23 JUN 17	23 APR 18	22 JUN 18
28 AUG 17	27 OCT 17	27 AUG 18	26 OCT 18

Professional Development Courses

E1.11. Managing English Language Training (MELT) - MASL D177013

Couse Length: Nine weeks

Entry Requirement: 80 ECL

MELT is designed for international personnel who are or will be in English Language Training Program (ELTP) managerial positions

in their countries. Participants are provided with the practical knowledge needed for administering, managing and supervising an ELTP. Participants also become more familiar with concrete aspects of ELTP management as they focus on DLIELC's organizational planning, structure and goals, practical day-to-day operations and implementation of the American Language Course materials. Participants will encounter and explore real-world aspects of ELTP management and apply theories to understand the workings of educational environments. Group and individual projects allow participants to examine particular facets of management for their specific programs or areas of interest.

Note: Consider scheduling students for an ALPS course followed by MELT or for MELT followed by an ALPS course. Check the course dates and bar graphs in the SCO Handbook for possible sequential progression.

This course requires a minimum enrollment of six students, and a maximum of 10.

MELT

FY17 Class Schedule		FY18 Class Schedule	
Start Date	End Date	Start Date	End Date
24 OCT 16	23 DEC 16	23 OCT 17	22 DEC 17
20 MAR 17	19 MAY 17	19 MAR 18	18 MAY 18
28 AUG 17	27 OCT 17	27 AUG 18	26 OCT 18

E1.12. Materials Development Seminar (MDS) - MASL D177030

Course Length: 8 weeks

Entry Requirement: 85 ECL

MDS is designed for international English language specialists who are or will be creating instructional materials for English language training. MDS is conducted as a seminar in which participants discuss and become familiar with the different phases of the curriculum development process used at DLIELC. To that end, particular emphasis is placed on course design, the writing of language objectives, and the development of targeted activities for the language classroom. An online Learning Management System will be used throughout the seminar. Participants must have basic computer skills since they will develop their instructional materials electronically. Each participant is expected to arrive with a previously defined curriculum project that can be developed by the end of the

eight-week seminar. Time constraints rule out the possibility of developing assessments during MDS; however, participants may choose to create practice materials to assist preparing their students for assessments such as TOEFL or STANAG tests. A participant interested in developing online materials may also receive guidance from DLIELC personnel; it should be noted that technological limitations preclude the implantation of participant-developed online materials during MDS.

Notes: 1) Participants must have completed BALIC or AELIC or have a teaching degree (or its equivalent).

2) Participants must be ESL/EFL instructors with a minimum of two years' experience.

3) Each participant is expected to complete a preparatory task which is to be submitted to DLIELC **within two weeks from the date of enrollment** in MDS. To access the MDS preparatory task materials, go to DLIELC's online catalog at <http://www.dlielc.edu>. Navigate to this MDS course description and download the files from the link provided.

4) Consider scheduling students for ALPS II followed by MDS. Check the course dates and bar graphs in the SCO Handbook for possible sequential progression.

This course requires a minimum enrollment of six students, and a maximum of 10.

MDS

FY17 Class Schedule		FY18 Class Schedule	
Start Date	End Date	Start Date	End Date
19 JUN 17	11 AUG 17	18 JUN 18	10 AUG 18

E1.13. Observer Professional Training - Familiarization
With DLIELC - MASL D177002

Course Length: 1 week

Entry Requirement: 80 ECL

This training is designed to provide orientation in the development, coordination, and management of English language training for international English Language Training Program (ELTP) manager, supervisors and key language training staff. The training is a combination of briefings, seminars and

observations that address various aspects of management, administration and academics. The training is tailored to the needs of the participants by targeting specific areas of ELTP operations (i.e., testing, curriculum development, classroom instruction, computer-based instruction, ESL/EFL teaching techniques, overseas and country program management, and warehouse operations).

Notes: 1) The ECL entry requirement above is more of a strong recommendation than a strict requirement. However, due to the topics covered throughout the training, participants need to be able to communicate with a high degree of English language proficiency.

2) Students who have attended or will attend MELT (MASL D177013) should not be programmed for this training because much of the material presented in MELT is also presented in the Observer Professional Training.

3) The length of this training is normally one week; however, it can be scheduled for two weeks to meet the needs of the participants.

This course requires a minimum enrollment of four, and a maximum of six.

Observer Professional Training

FY17 Class Schedule		FY18 Class Schedule	
Start Date	End Date	Start Date	End Date
As requested		As requested	

E1.14. Observer Professional Training - English Language Proficiency Testing - MASL D177003

Course Length: 2 weeks

Entry Requirements: 1) 85 ECL
2) OPI rating of 2+/2+

This training is designed to familiarize participants with the underlying principles and the practical techniques involved in creating, administering and evaluating criterion-referenced English language proficiency tests based on the Interagency Language Roundtable (ILR) levels (closely correlated with North Atlantic Treaty Organization Standardization Agreement [STANAG 6001] Language Proficiency Levels). The testing of any or all

language skills-listening, speaking, reading and writing-may be included in the objectives depending on the specific requirements of those attending. An exploration of one of DLIELC's primary testing instruments-the Oral Proficiency Interview or the English Comprehension Level test-is available as an objective if requested before the participants arrive. This training will be conducted by experienced personnel assigned to the Testing Branch.

Notes: 1) Schedule a telephonic OPI with DLIELC well in advance of the training dates. OPI scores are valid for six months.

2) Consider scheduling students for this training in conjunction with one of DLIELC's higher-level courses such as ALPS II or AELIC, if desired.

This course requires a minimum enrollment of four students, and a maximum of six.

Observer Professional Training - ELPT

FY17 Class Schedule		FY18 Class Schedule	
Start Date	End Date	Start Date	End Date
As requested		As requested	

E2. ENCLOSURE E2DLIELC GRADUATION REQUIREMENTS

		GRADUATION REQUIREMENTS					GRADUATION DOCUMENTS	
COURSE NAME	MASL	LENGTH (weeks)	EC L	OP I	BQ	OTHER	REQTS MET	REQTS NOT MET
American Language Course (ALC), GET/SET	D177009	10 (min)	*	*	70	Min 7 weeks in SET	Dip	CT/CA
ALC (SET only)	D177008	9 (min)	*	*	70	Min 7 weeks in SET	Dip	CT/CA
ALC (GET only)	D177027	10 (min)	*	*	70	NA	Dip	CT/CA
Oral Proficiency Skills for Aviation Course (OPSAV)	D177026	25 (var, 10 min)	*	*	70	Min 7 wks in SET	Dip	CT/CA
ALC for Aviation Leadership Program Scholarship	D177024	9 (min)	*	*	70	Min 7 wks in SET	Dip	CT/CA
ALC for Aviation Leadership Program Scholarship	D177028	25 (var, 10 min)	*	*	70	Min 7 wks in SET	Dip	CT/CA

Abbreviations/Symbols Used:

Score required by Follow-on Training	CT - Certificate of training
BQ - Book quiz average for course (includes as hoc quizzes and performance evaluations/tests). BQ averages For students in MASLs D177009, D177026 and D177027 are based	DIP - Diploma

only on the last nine weeks of training. Students in aviation codes must achieve a score of 70 or ratings of Go or Go with Reservation for non-pilots on each BQ/PE.	
CA - Certificate of attendance	ELC - English Comprehension Level score
GET - General English Training	MASL - Military Articles and Service List
MIN - Minimum	OPI - Oral Proficiency Interview ratings
REQTS - Requirements	SET - Specialized English Training
VAR - Variable	

E3. ENCLOSURE E3

DLIELC PROGRAMMING GUIDANCE THE DLIELC e-Wheel

E3.1. The DLIELC e-wheel is an internet-based electronic programming guidance which provides users with the ability to determine estimated time in training for International Military Students (IMSS) attending DLIELC.

E3.2. The e-wheel combines historical data from 1997 to 2013 and linguistic distance between English and the students native language to calculate estimated time in training at DLIELC. Although the amount of time it takes a student to learn English varies based on many factors, the e-Wheel allows users to estimate the number of weeks a student should need in English Language Training (ELT) to achieve the required English comprehension Level (ECL) proficiency. In addition, the e-Wheel provides users with the ability to add on Specialized English Training (SET) and the Oral Proficiency Skills for Aviation (OPSAV) course as well as calculate when the student needs to begin DLIELC training in order to graduate and meet a programmed follow-on training (FOT) start date.

E3.3. The DLIELC e-Wheel is convenient and easy to use.

To access the DLIELC e-Wheel, go to:

<http://www.dlielc.edu/olc/DLICourseEstimator>

The e-Wheel can also be accessed by Mobile devices or through a Quick link on the DLIELC website at www.dlielc.edu.

E3.4. Once you access the DLIELC e-Wheel site, all you need to do is select the country of the student, the in-country ECL score range, and the required ECL score from the dropdown menu. If the student needs to attend Specialized English Language training or OPSAV, you can select the **Yes** button. Then click on **Calculate** and the e-Wheel will compute the estimated number of weeks in training for the student. Once the number of training weeks is calculated, the desired graduation date and calendar prompt will appear. Based on the start date of the student's FOT training, you can enter the desired DLIELC graduation date on the calendar prompt and the estimated DLIELC start date will appear.

E3.5. The ECL test is not designed to discriminate within a score range of 0 to 29. The ECL test is of no value in tracking growth during this period.

E3.6. Progress in an in-country training program should be measured with the American Language Course Placement Test (ALCPT), not the ECL. Kept secure and properly administered, the ALCPT will provide results comparable to those of the ECL.